



COMMUNITY DEVELOPMENT DEPARTMENT

17555 Peak Avenue Morgan Hill CA 95037 (408) 779-7241 Fax (408) 779-7236
Website Address: www.morgan-hill.ca.gov

**FILING REQUIREMENTS
FOR
APPEALS**

A. PURPOSE

The Appeals process is intended to provide a general method of recourse for persons aggrieved or dissatisfied with any action by City staff or advisory body of the City in the administration or enforcement of any provision of the Zoning, Subdivision, Design Review, Sign or other City Ordinance per Sections 18.64.040, 17.20.130-160, 18.74.240, 18.76.400 or elsewhere in the Municipal Code.

B. FILING REQUIREMENTS

1. Uniform Application.
2. Notice of Appeal (see section C).
3. 10 sets of submittal plans when applicable.
4. Filing Fee (see Fee Schedule attached to the Uniform Application).

C. NOTICE OF NOTICE

The notice of appeal shall be in the form of a letter to the Secretary of the Planning Commission or to the City Clerk and shall respond to the following questions:

1. What specific action is being appealed?
2. What are the specific grounds for the appeal?
3. What relief or action is sought from the Planning Commission or City Council?

In the event the Notice of Appeal fails to answer the above questions, then the request will be returned to the appellant, with a brief outline of the deficiencies. The appellant shall be allowed five (5) days in which in which to perfect and refile the notice of appeal.